

# How-To: Installation Symantec VIP Access

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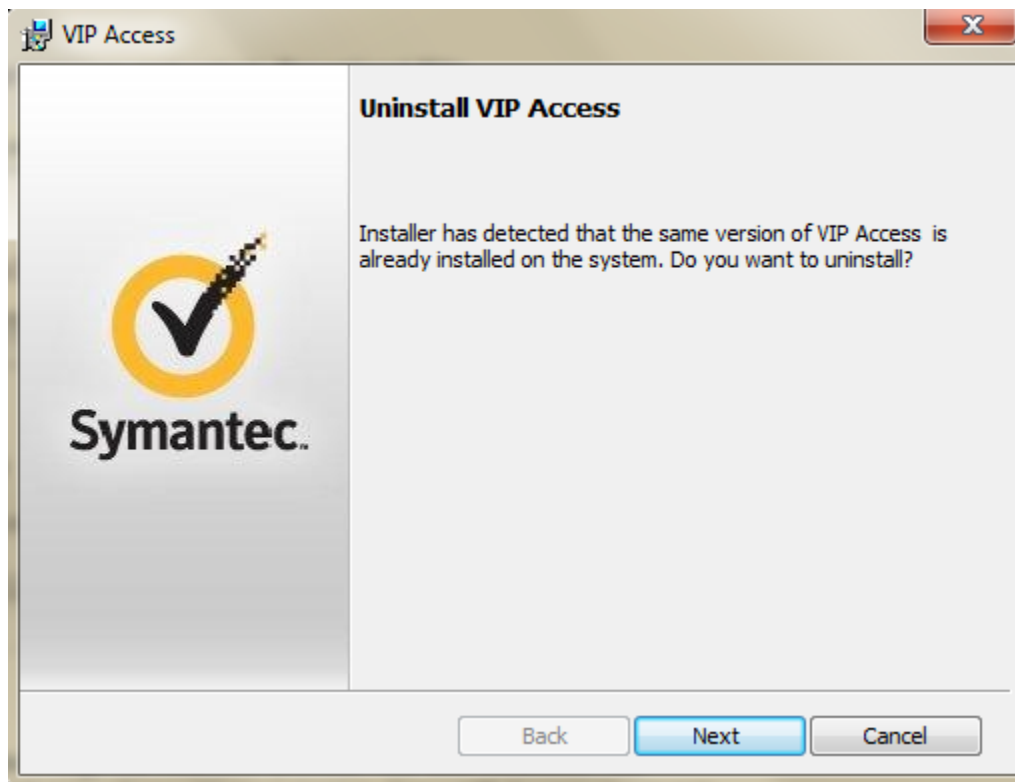
The following are the steps for multi-factor authentication through soft token.

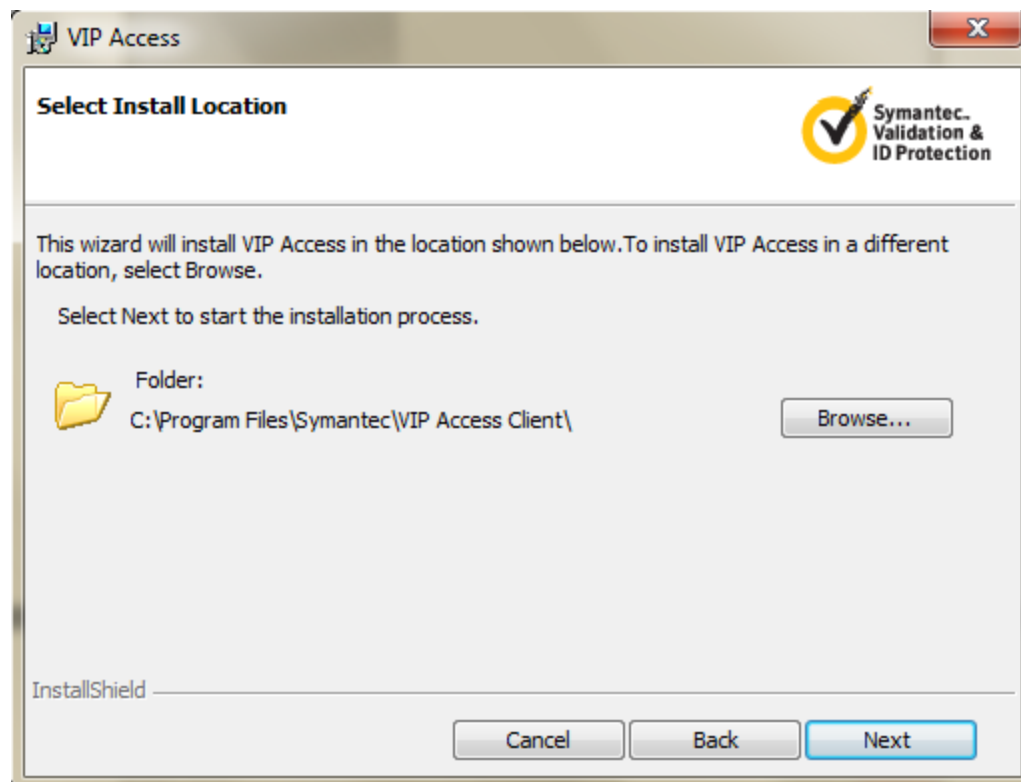
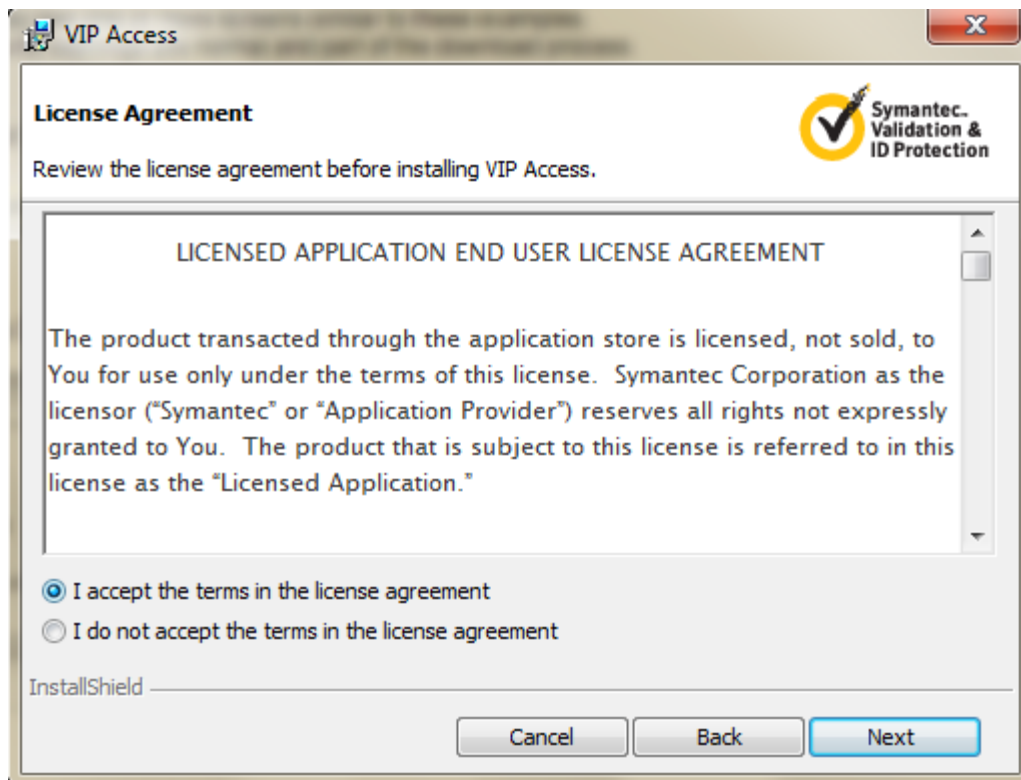
## Step 1: Download Symantec VIP Access Desktop Software

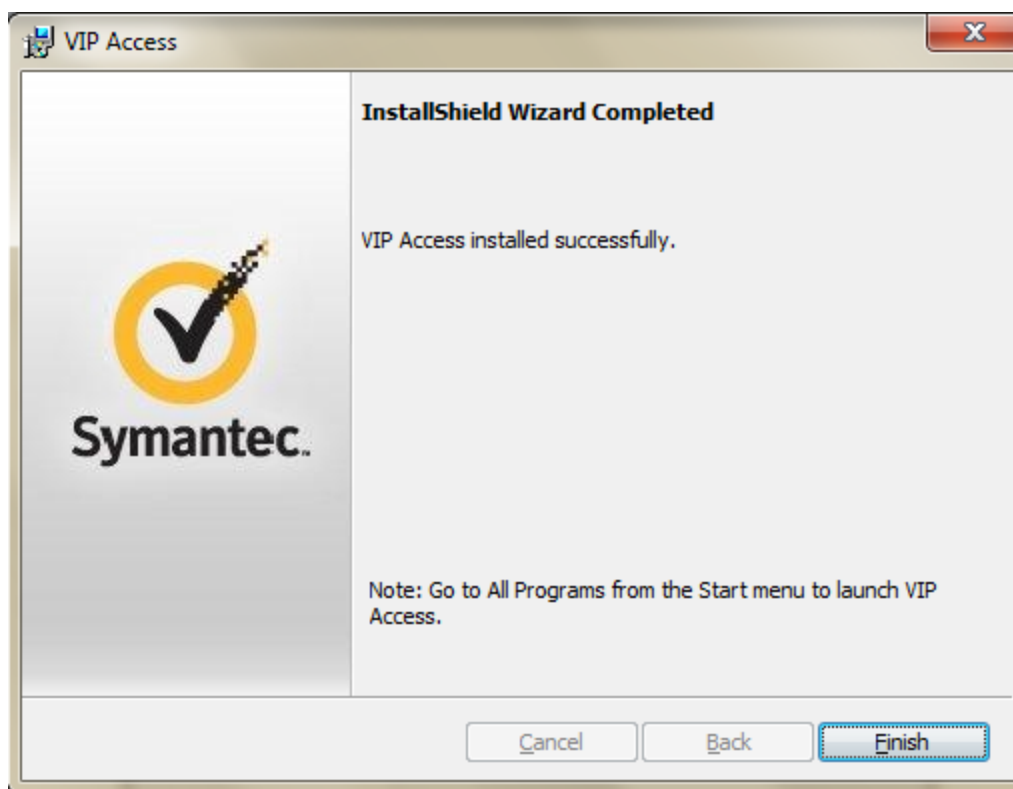
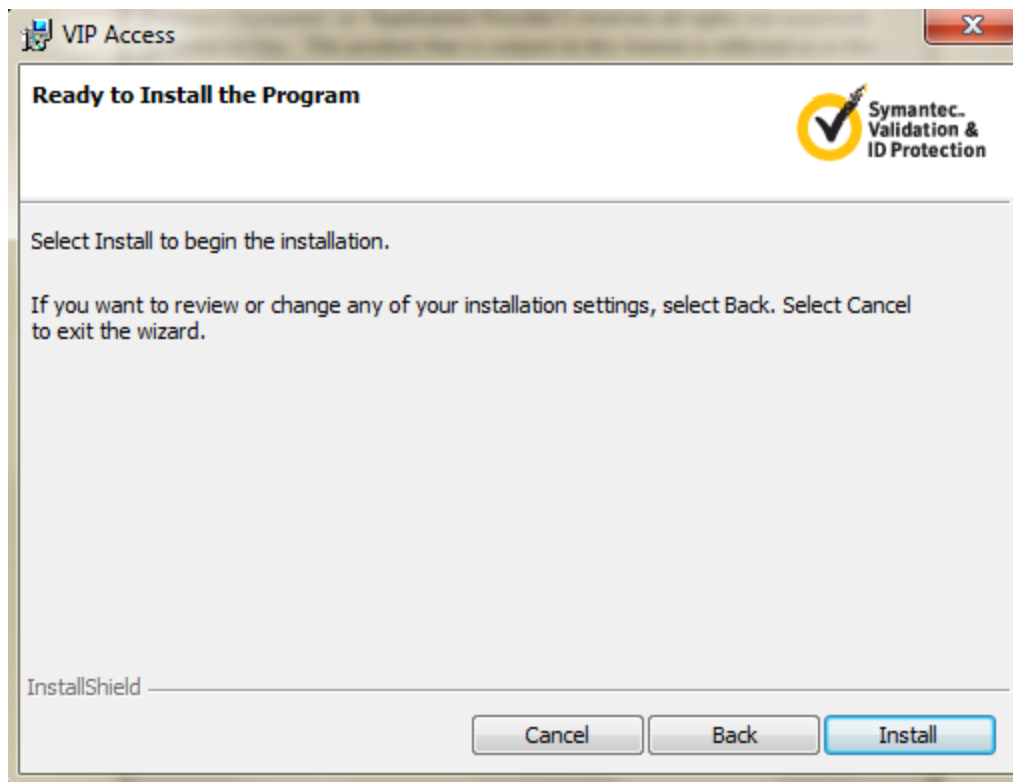
<https://idprotect.vip.symantec.com/mainmenu.v>

The software is available for mobile as well as desktop. Please download the required type.

## Step 2: Install the Symantec VIP Access Desktop Software



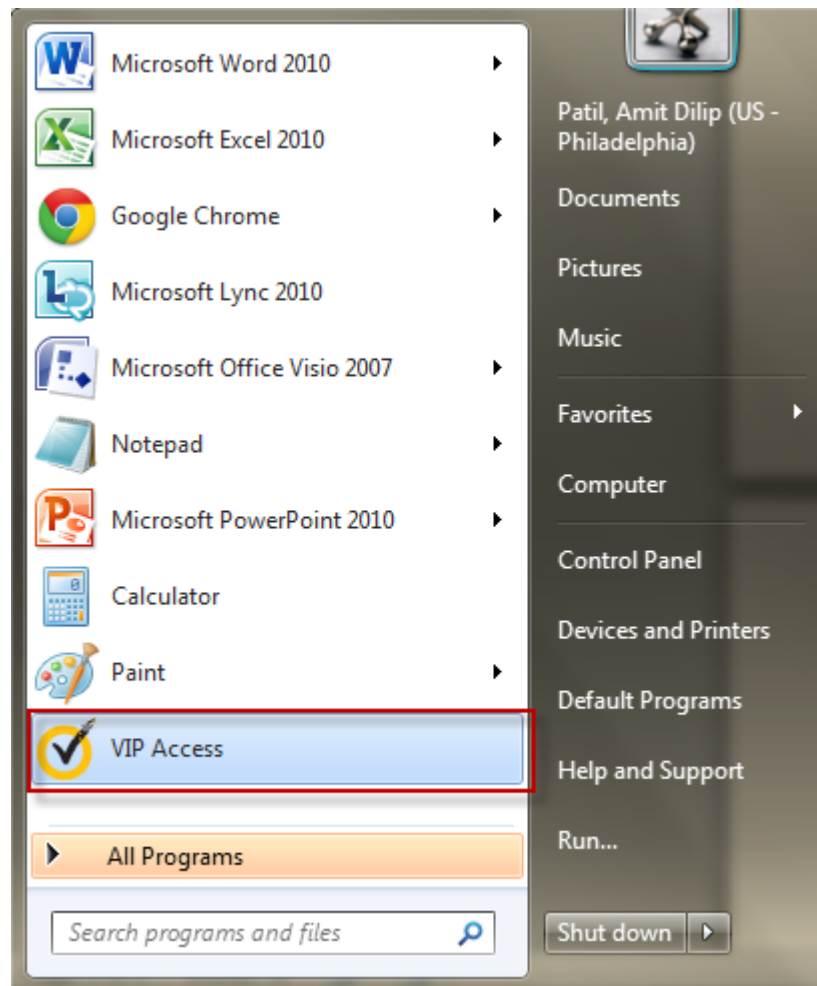




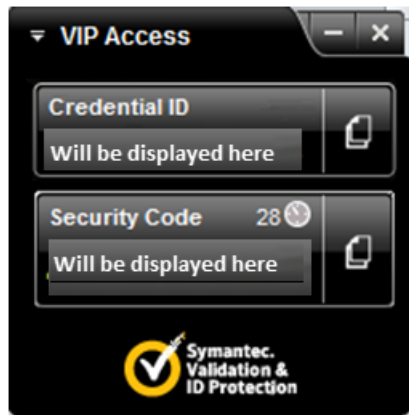
# How-To: Verify Symantec VIP Access Installation

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## Step 1: Run VIP Access from Windows Start Menu



## Step 2: Verify VIP Access window will appear on desktop



Please download and install the software, either on your desktop or mobile device to obtain valid Credential ID and Security Code.

### FAQs:

#### What is Credential ID?

Credential Id is unique identifier associated to the VIP access installation. This id is associated with user id. This id is required during MFA registration which is described in next section of this document.

#### What is Security Code?

Security code is randomly generated number which last of 30 seconds. The code will be refreshed in every 30 sec. This code needs to be provided during MFA. The steps are described in the next section of this document.

#### Can I associate more than one Credential Id with user id?

No. At a time only one Credential Id is associated with user id.

#### Is Symantec VIP Access free software or do I need to pay any license fee?

Yes. It is free software and you can download it from Symantec site.

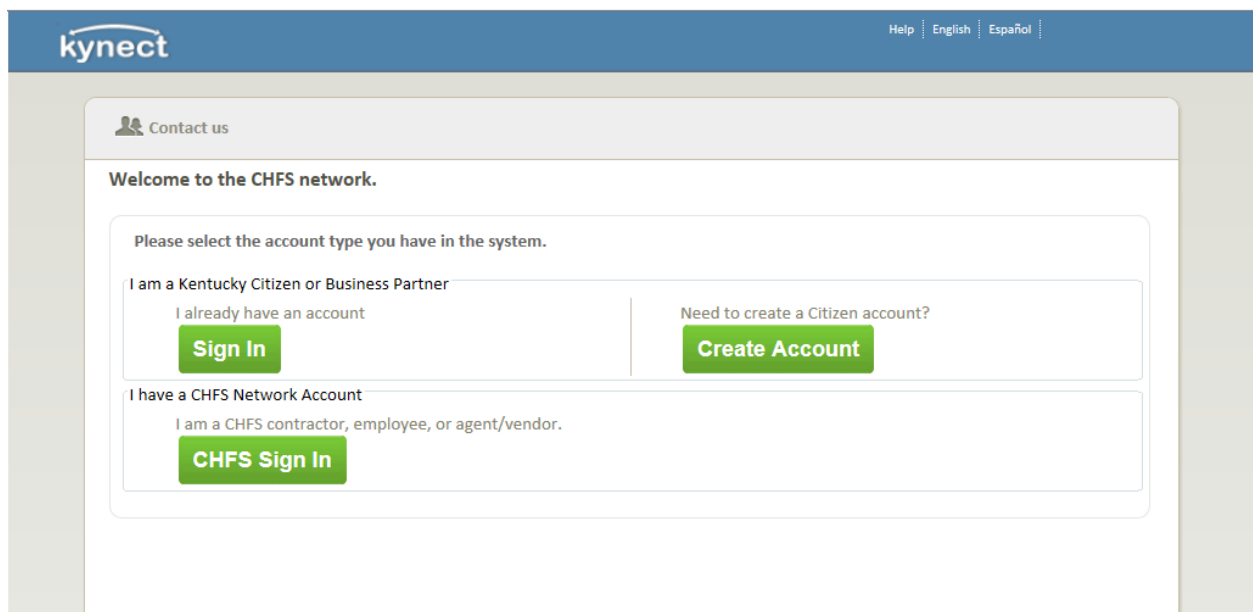
# How-To: Perform Multi-Factor Authentication

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**Scenario: User clicks on login link or access any protected KHBE application URL which will redirect user to Kentucky Online Gateway login page. User will perform the authentication with username and password. After successful authentication, a page will pop-up asking for MFA details (Credential Id and Token).**


**The following steps need to perform in order complete MFA.**

**Step 1: Perform authentication with username and password.**



The screenshot shows the Kynect login interface. At the top, there is a blue header with the 'kynect' logo on the left and 'Help | English | Español' on the right. Below the header, there is a light gray bar with a 'Contact us' link. The main content area is white and contains the following elements:


- Welcome to the CHFS network.**
- A prompt: **Please select the account type you have in the system.**
- Two main sections for account selection:
  - I am a Kentucky Citizen or Business Partner**
    - I already have an account** with a green **Sign In** button.
    - Need to create a Citizen account?** with a green **Create Account** button.
  - I have a CHFS Network Account**
    - I am a CHFS contractor, employee, or agent/vendor.** with a green **CHFS Sign In** button.



Help | English | Español

Contact us

**Kentucky Citizen/ Business Partner**

**WARNING**  
NOTICE: This is a government computer system and is the property of the Commonwealth of Kentucky. It is for authorized use only regardless of time of day, location or method of access. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on the system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized state government and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such at the discretion of the Commonwealth of Kentucky. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. The unauthorized disclosure of Data containing privacy or health data may result in criminal penalties under Federal authority.


**Login**

Sign in to Kentucky Services Web Portal

[Help](#)

Username

Password



Sign In

## Step 2: Register Credential Id for each user.

**This is one time step. This will be performed for during initial login. After the Credential Id has been provided the first time, subsequent logins will only require the Security Code on each login as described in next step.**

kynect

UAT

Welcome adminuat exchange04 | [Sign Out](#) | [Help](#) | [Contact us](#)

[My Info](#) | [My Credentials](#) | [My Agreements](#) | [Change Password](#) | [MFA Management](#)

Second Factor Registration

Register New MFA Credential ID

\* MFA Credential ID

\* MFA Nickname

Register MFA Credential

Proceed to Validation

## Step 3: Perform MFA

kynect

UAT

Welcome adminuat exchange04 | [Sign Out](#) | [Help](#) | [Contact us](#)

[My Info](#) | [My Credentials](#) | [My Agreements](#) | [Change Password](#) | [MFA Management](#)

Second Factor Authentication

Registered MFA Credentials

MFA Credential ID	MFA Credential Nickname	Credential Type
VSST****3368	admin	Soft

Manage MFA Credentials

MFA Security Code Validation

\* Security Code:

Submit